



PEOPLE First



Unit Transportation Coordinators (UTC) Training

*Provided by
Transportation Motor Pool
Directorate of Logistics
405th AFSB Wiesbaden*



Directorate of Logistics

Schedule



UTC Training	9:30-10:45 a.m.
Break	10:45–11 a.m.
UTC Issues	11– 11:30



Directorate of Logistics

Agenda



- Mission Statement
- Responsibilities
 - ✓ Unit Transportation Coordinator (UTC)
 - ✓ Supervisor
 - ✓ Driver
 - ✓ Senior Occupant
- References, Forms and Form Letters
- Authorized Use of NTVs & Penalties for Misuse
- Elements of NTV Management



Directorate of Logistics



Agenda cont...

- NTV Authorizations and Requests
- Utilization Goals / Standards
- Reimbursement for Damage to NTVs
- NTV Turn in and Re-dispatch Standards
- Modifications to NTVs



Directorate of Logistics



Mission Statement

- To provide on a non-reimbursable basis, safe, efficient and effective Non-Tactical Vehicle (NTV) support in support of Base Operations IMCOM –E activities
- To provide on a reimbursable basis safe, efficient and effective Non-Tactical Vehicle (NTV) support to units and activities located within the footprint of USAG Wiesbaden



Directorate of Logistics



UTC Responsibilities

- Serve as the unit POC for all NTV issues and ensure CDR and staff are regularly briefed on NTV
- Create and maintain an in-house NTV scheduling system to ensure units NTV requirements are met
- Review and where appropriate approve all unit initiated NTV requests. Ensure they are all completed correctly.
- Ensure all unit personnel using NTVs are properly licensed and are made familiar with model of NTV to be used
- Ensure Trip Tickets are properly completed and that all NTV usage is properly documented (miles, days used etc..)



Directorate of Logistics



UTC Responsibilities Cont..

- Conduct utilization reviews to ensure NTVs meet the minimum utilization
- Serve as unit POC for resolution of fines for traffic violations and reimbursement for accidents and vehicle damage incurred by unit NTV users
- Ensure the timely delivery of assigned NTVs to vendors for service and/or repair as directed by the TMP
- Ensure that FLIPLs are initiated to document accident damage and or negligent use of NTVs



Directorate of Logistics



Supervisor/Squad Leader Responsibilities

- Ensure personnel are trained, licensed and familiar with NTVs prior to operation
- If cargo is to be transported ensure that the driver has been trained correct loading techniques
- Review operator forms such as Trip Tickets and PMCS sheets for accuracy and completeness as required by the chain of command
- Ensure that the driver knows how to get to his destination and has proper maps, etc...



Directorate of Logistics

Drivers Responsibilities



- Operate vehicles or equipment in a safe and prudent manner
- Report all accidents to the MP Station, his or her supervisor the UTC and the TMP immediately
- Comply with all municipal, State, and military motor vehicle or equipment regulations as required
- Ensure cargo (including personnel) is properly loaded, secured, and protected from the elements prior to transport
- Back vehicles and use ground guides according to the provisions of AR 385–55 and FM 21–305



Directorate of Logistics



Senior Occupant (SO) Responsibilities

- Ensure a driver who appears fatigued or physically, mentally, or emotionally impaired, does not operate a vehicle
- Assist the driver in recognizing unsafe traffic situations and or unsafe mechanical conditions of the vehicle
- Assist the driver in backing or executing other difficult maneuvers
- Ensure NTVs are used for official purposes only.
- Liability for accident damage and misuse is shared between SO and driver



Directorate of Logistics



References, Forms and Form Letters

- Listing of References, DOD, AR, AER and USAG Wiesbaden
- Sample Unit Transportation Coordinator (UTC) Appointment Orders
- Sample NTV Justification Letter
- NTV Request Form
- Map of Permissible Operating Distance (POD)
- Sample NTV Exception to Policy Use with Legal Review. Policy.



Directorate of Logistics



References, Forms and Form Letters Cont.

- PMCS Inspection Form
- Sample Service Notice
- Sample Overdue Service Notice
- Sample Work Order Request (IFMS NTV)
- Sample Work Order Request (Remnant NTV)
- Sample IFMS Bill



Directorate of Logistics



References, Forms and Form Letters Cont.

- Sample IFMS Bill-back
- Agency Incurred Expense Procedures
- Sample SF 91 Motor Vehicle Accident Report
- Sample SF 94 Statement of Witness
- Sample FLIPL
- Sample Letter Exception to NTV Utilization Standards
- Sample MIPR
- USAG Wiesbaden TMP SOP
- IFMS FY 2011 Ordering Guides



Directorate of Logistics



References

- DOD 4500.36-R, Management, Acquisition and Use of Motor Vehicles
- AR 58-1, Management, Acquisition and Use of Motor Vehicles
- AR 215-1, Morale, Welfare and Recreation Activities and Non-appropriated Fund Instrumentalities
- AR 600-55, The Army Driver and Operator Standardization Program
- AR 385-55, Prevention of Motor Vehicle Accidents



Directorate of Logistics



References Cont.

- AR 385-55, Prevention of Motor Vehicle Accidents
- AE Regulation 58-1, Management, Acquisition and Use of Motor Vehicles
- AE Regulation 190-1, Driver and Vehicle Requirements and the Installation Traffic Code for the US Forces in Germany
- AE Regulation 385-55, Prevention of Motor Vehicle Accidents
- AE Regulation 600-55, The Driver and Operator Standardization Program



Directorate of Logistics



Authorized Use & Penalties for Misuse

- NTV use is highly regulated and if there is any doubt clarification should be requested from SJA
- Generally, use of a government NTV must be
 - Essential to the successful completion of the mission.
 - Consistent with the purpose for which the vehicle was acquired.
- The unauthorized use of an NTV violates federal law and the Joint Ethics Regulation. Penalties for Misuse:
 - Civilians .. shall be suspended from duty without compensation for a period not less than 1 month
 - Military personnel who willfully use or authorize the use of NTVs may be subject to the UCMJ



Directorate of Logistics



Elements of NTV Management

- Appointment of Transportation Coordinators
- Pooling of NTVs
- Assignment of NTVs
 - Class A Continuing assignments
 - Class B Recurring dispatch
 - Class C Pooled Vehicles
 - On Call Dispatches
 - Scheduled Service
 - U-Drive-It service UTILIZATION CONTROLS



Directorate of Logistics



Elements of NTV Management Cont.

- Control of assigned NTVs “UNIT”
- Permissible Operating Distance (POD)
- Funding for travel outside POD
- Risk Assessments for Travel outside POD



Directorate of Logistics



NTV Authorizations and Requests

- Types of request
 - ✓ General Dispatch (Normally limited to 10 working days)
 - ✓ Long term
 - ✓ New requirements
- New requirements
 - ✓ DA Form 4610-R, TDA modification Request
 - ✓ Documentation of new requirements require copies of the orders assigning the new mission
- Justification for requests
 - ✓ Full justification required
 - ✓ Missions and anticipated usage



Directorate of Logistics

Utilization Goals / Standards

- The justification for establishing and maintaining NTV authorizations is based on the three measures of NTV utilization:
 - ✓ Mileage utilization standards for light vehicles is 1340 KM per month.
 - ✓ The minimum monthly utilization percentage is 80%. The utilization percentage is calculated by dividing the number of days the vehicle is driven by the number of days the vehicle is available for use.
 - ✓ Criticality of use. This standard was established to recognize mission-essential requirements which would result in critical-mission shortfalls if assigned NTV were withdrawn.



Directorate of Logistics



Reimbursement for Damage

- Units will reimburse IMCOM-Europe for the loss of or for billable damage to IFMS leased NTVs
- Units will be billed for the total cost of damage beyond fair wear and tear including:
 - ✓ Accident damage
 - ✓ Windshield damage
 - ✓ Damage related to neglect or abuse, wrong fuel
- Units will be billed within 5 days of receipt of bill from IFMS



Directorate of Logistics



Reimbursement for Damage Cont.

- Unit has 40 days to provide funded MIPR or GD support will be suspended
- A further 20 days will be provided before all support is stopped
- The reimbursement of damage cost has no impact on commanders responsibility to conduct Financial Liability Investigations



Directorate of Logistics



NTV Re-dispatch Standards

“When it comes to the care and cleanliness of a vehicle, it’s a safety issue and a vehicle value issue.”



Directorate of Logistics

Interior



Seats vacuumed
and all stains
removed

Door jams clean

Carpet vacuumed
and all stains
removed



Directorate of Logistics

Interior cont.



Seat arms
wiped down

Area between seats free
of trash or debris



Directorate of Logistics

Interior cont.



Check to ensure all instrumentation is working properly



Steering wheel
and dash cleaned



Directorate of Logistics

Interior cont.

Windows cleaned
inside and outside

Ensure horn is
operational



Door upholstery clean
free of boot/shoe marks

Kick panels and
door jams cleaned



Directorate of Logistics

Interior cont.



First aid kit stowed
under drivers seat

Warning triangles secured
in rear of vehicle



Directorate of Logistics



Interior cont.

Head rests
wiped down

Ensure all interior
lights are working



Seats set back to
original configuration



Directorate of Logistics

Interior cont.



Inspect rear door/trunk seal

Rear of vehicle carpet vacuumed, all stains removed, and free of trash

Ensure spare tire, jack, and tools are accounted for

Warning triangles and first aid kit secured in rear of vehicle



Directorate of Logistics

Exterior



All fluids at proper level

Battery clean and
free of acid build-up



Engine compartment clean



Directorate of Logistics

Exterior cont.



Battery water at proper level

Check engine belts for wear or dry rot



Directorate of Logistics



Exterior cont.

Wheels/hubcaps clean

Check tire tread for wear or damage



Tires filled to proper inflation



Directorate of Logistics

Exterior cont.



Vehicle body clean enough to see reflections

Ensure all mirrors are clean and properly adjusted

Fuel tank topped off

Check under vehicle for exhaust/fluid leaks or any unusual noises

Check all lights, reflectors, and emergency flashers





Directorate of Logistics

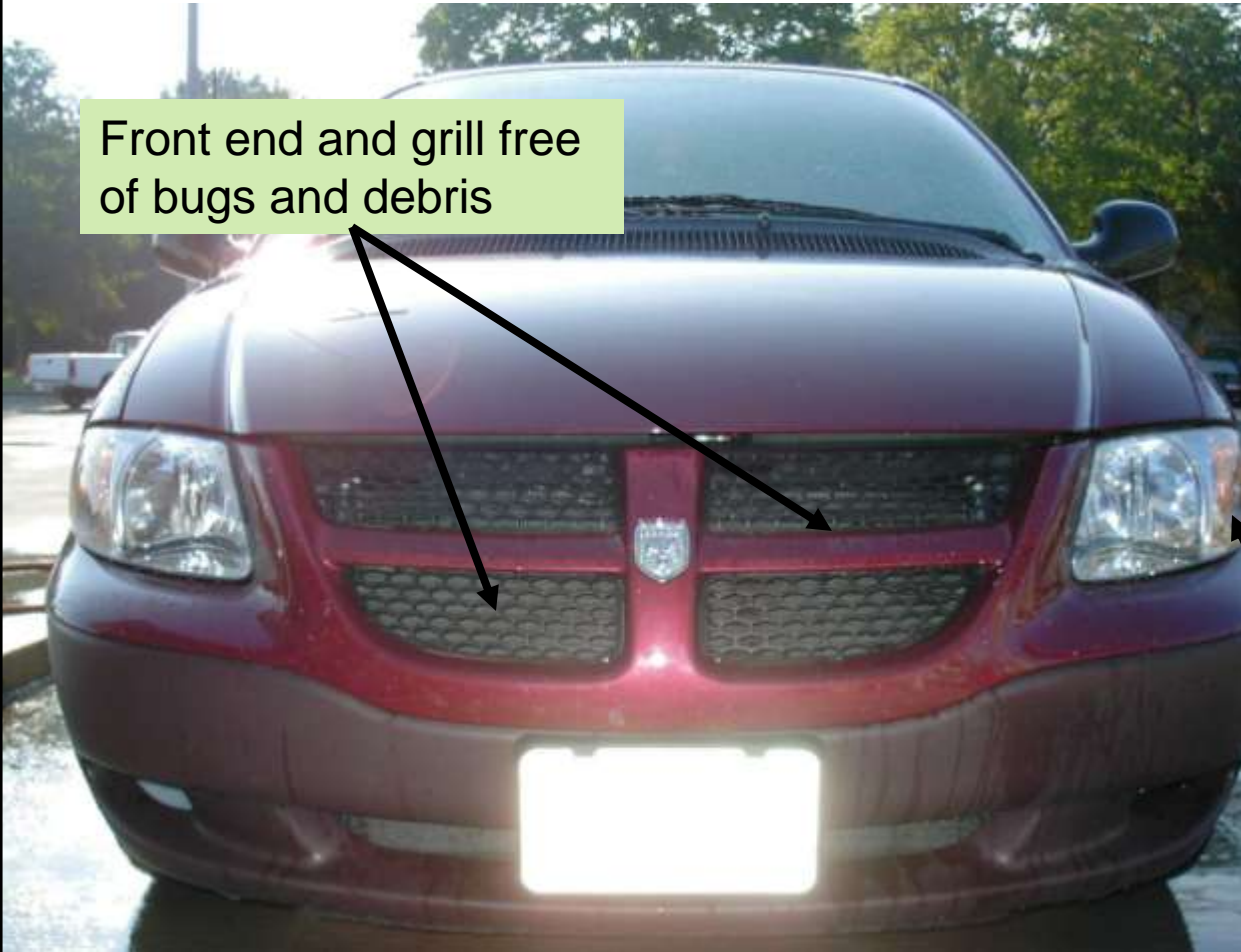
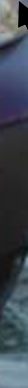
Exterior cont.



Front end and grill free
of bugs and debris



Check all lights, reflectors,
and emergency flashers





Directorate of Logistics



Modifications to NTVs

- All modifications are prohibited without approval
- What constitutes modification?
- All costs installations / de-installations will be paid by the requesting unit
- Modifications will not exempt vehicle from rotation